

**AROOSTOOK BAND OF MICMACS  
JOB ANNOUNCEMENT**

POSITION TITLE: Child Care/ Family Violence Coordinator

STATUS: Hourly/40 Hours per week

SUMMARY OF POSITION: The Child Care/Family violence Coordinator is responsible for administering the CCDF and Family Violence Programs. Primary job responsibilities will be to implement the CCDF grant including gradual implementation of the Tribal Health and Safety Standards into the existing program. Within the Family Violence Program, job responsibilities will be to provide court advocacy, supportive counseling, and coordinate client related services and emergency shelter for victims of family violence and their families.

EDUCATION/EXPERIENCE: High School graduate or GED with two years experience in a related field.

SKILLS REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent organizational skills.
2. Excellent communication skills.
3. Ability to maintain strict adherence to the Privacy Act.
4. Basic computer skills.
5. Ability to work on own as well as part of a team.
6. Familiar with the cultural factors relative to the care of Native Americans.
7. Self motivated.
8. Ability to initiate grant research and documentation.

The closing date for this position will be August 29, 2005 at 4:00 p.m. All resumes must be accompanied with the proper application of employment. Please send applications/resumes to the following address:

The Aroostook Band of Micmacs  
7 Northern Road  
Presque Isle, Me. 04769  
Attn: Brian Donnelly, Personnel Manager

For further information, application, or job description please contact us at the following number: 1-800-355-1435. Our office hours are Monday – Friday 8:00 to 4:00 p.m.

\* NOTICE: Preference will be given to Native American Indians.